

**SUMMARY OF THE  
FIELD ACTIVITIES COMMITTEE MEETING  
NOVEMBER 16, 2001**

The Field Activities Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Friday, November 16, 2001, at 1:00 p.m., Eastern Standard Time (EST). The meeting was led by its Chairperson, Dr. Barton Simmons of the California Environmental Protection Agency (EPA), DTSC, Hazardous Materials Laboratory. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss and prepare for the NELAC-7i Conference.*

**INTRODUCTION**

Dr. Simmons began the teleconference with a roll call and called the meeting to order.

**APPROVAL OF MINUTES**

The minutes of the teleconference held October 19, 2001, were reviewed, accepted, and approved as written.

**OLD BUSINESS**

***Action Items***

***#1 - Committee Roster***

Anteon supplied the full committee directory to Dr. Simmons. This action item is complete.

***#2 - Florida Promulgating Sampling Rule***

Mr. Tintle reported that the portion of the rule relating to ground water sampling is delaying the release. He indicated that it will most likely be mid-January 2002 before this rule has been finalized. The waste, ultra-trace metals, and field measurements SOPs will be finalized at the same time.

### *#3 - Draft Definitions*

Dr. Simmons reported that he has not received comments to the “Mobile Lab/Fixed Lab Accreditation” and “Field Measurements” definitions from the Accreditation Process (AP) Committee. It was suggested that a breakfast meeting be scheduled during the week of the NELAC-7i Conference for the committee to further discuss those definitions.

### *#4 - Draft Federal Register Notice (FRN)*

The comments from the FA committee were submitted to Ms. Jeanne Hankins. Ms. Hankins is working to distribute the FRN before the NELAC-7i Conference. Dr. Simmons stated that the FRN must be rewritten if the FRN is not distributed before the conference. Mr. Thomas Maloney will contact Ms. Jeanne Hankins to confirm.

### *#5 - General Sampling Standards*

Dr. Simmons will incorporate some minor changes which will not be in the version posted on the NELAC website. He will also distribute to the committee.

### *#6 - Suggestions for NELAC-7i Conference*

The committee reviewed the detailed committee agenda submitted for the NELAC-7i Conference shown below:

#### Wednesday, December 5, 2001 - Field Activities Committee

09:00 - 09:15	Welcome and Introductions	Dr. B. Simmons
09:15 - 09:45	Field Activities Definitions	Committee
09:45 - 10:00	General Sampling Standard Status	Dr. B. Simmons
10:30 - 11:00	General Sampling Standard	Dr. B. Simmons
11:00 - 11:30	Field Measurement Standards Priorities	Committee
11:30 - 12:15	Outreach to Non-Lab Organizations	Committee
12:15 - 12:30	Action Items and Closing	Dr. B. Simmons

The committee discussed their conference session materials, timing, and speaker assignments. There were no additions or changes made to the agenda. This action item has been completed.

### *#7 - Field Measurements and Mobile Laboratory Definitions*

This action item is included in Action Item #3 above. Action Item #7 is to be deleted.

*#8 - Petition BoD to resume Source Emissions Standards Development*

This is an ongoing action item. No new status to report at this time.

*#9 - Committee Membership*

Dr. Simmons will forward to Mr. Maloney a short bio of Mr. Fred Hartman for consideration as a committee member.

**NEW BUSINESS**

There was no new business to discuss.

**ADJOURNMENT**

There being no further business, Dr. Simmons adjourned the meeting.

**NEXT MEETING**

The next teleconference originally scheduled for December 21, 2001, at 1:30-3:30 pm EST, has been canceled. Teleconferences are being scheduled for the year 2002 and the schedule will be distributed upon completion.

**ACTION ITEMS  
FIELD ACTIVITIES COMMITTEE MEETING  
NOVEMBER 16, 2001**

Petition BoD to resume Source Emissions Standards Development 2003 - ONGOING

Item No.	Action	Date to be Completed
1	<del>Changes to Committee Roster to Dr. Simmons and forwarded to Anteon for database update</del> <b><i>11/16 - Anteon to provide revised roster to Dr. Simmons</i></b>	<del>10/19/01 - ONGOING</del> <b><i>11/16/01 - COMPLETE</i></b>
2	Send copy of new Florida sampling rule when available 10/19 - Mr. Tintle advised completion most likely after NELAC-7i Conference. <b><i>11/16 To be finalized mid-January 2002 (Tintle)</i></b>	10/2001 - ONGOING  <b><i>11/16/01 - ONGOING</i></b>
3	Comments to draft definitions expected from AP Committee 10/19 - Dr. Simmons will provide a draft highlighted version before NELAC-7i Conference. <b><i>11/16 - No comments from AP committee. Email AP for comments and schedule breakfast meeting on 12/05/01 (Simmons)</i></b>	10/19/01 - ONGOING  <b><i>11/16/01 - ONGOING</i></b>
4	Committee comments to draft FRN due to Dr. Simmons and presented by Mr. Malone to the BoD. 10/19 - Dr. Simmons will contact Ms. Hankins for update. <b><i>11/16 Contact JHankins to confirm timing of distribution (Maloney)</i></b>	10/05/01 - ONGOING  10/11/01 - ONGOING <b><i>11/16/01 - ONGOING</i></b>
5	Distribute latest version of General Sampling Standards to the committee 10/19 - See #2 above <b><i>11/16 - Incorporate minor changes, distribute to committee (Simmons)</i></b>	10/19/01 - ONGOING  <b><i>11/16/01 - ONGOING</i></b>
6	Suggestions for NELAC-7i Conference <del>10/19 - Dr. Simmons drafting agenda</del> <b><i>11/16/01 - Reviewed agenda with committee</i></b>	<del>12/2001 - ONGOING</del> <del>10/19/01 - ONGOING</del> <b><i>11/16/01 - COMPLETE</i></b>

7	Field measurements and mobile laboratories definitions Dr. Simmons to forward a copy to Mr. Maloney for comments. Dr. Simmons to request AP committee comments and suggest a joint conference call to discuss and agree on definitions <i>11/16/01 - See #3 above</i>	11/2001 - ONGOING  <i>11/16/01 - DELETED</i>
8	Petition BoD to resume Source Emissions Standards Development	2003 - ONGOING
9	Mr. Maloney to confirm whether appointments have been made or further info required to complete nomination process. Dr. Simmons will confirm availability of previous interested party. Dr. Simmons to distribute short bios of interested parties. 10/19 - Tabled for further discussion after FRN published and NELAC-7i Conference <i>11/16 - Short bio of Fred Hartman to TMaloney (Simmons)</i>	10/19/01 - ONGOING  <i>11/16/01 - ONGOING</i>

**ATTACHMENT B**

**LIST OF PARTICIPANTS  
FIELD ACTIVITIES COMMITTEE MEETING  
NOVEMBER 16, 2001**

Dr. Barton Simmons (2005) Chairperson	California EPA, DTSC, Hazardous Materials	T: (510) 540-3112 F: (510) 540-2305 E: bsimmons@dtsc.ca.gov
Mr. Tom Maloney (invited)	NELAC Board of Directors, USGS	T: (303) 236-3460 F: (303) 236-3499 E: tmaloney@usgs.gov
Mr. Russell S. Berry (2004) (absent)	RMB Consulting & Research, Inc.	T: (919) 791-3126 F: (919) 510-5104 E: berry@rmb-consulting.com
Mr. Robert (Skip) Darley (2002) (absent)	US Navy	T: (843) 764-7337 F: (843) 764-7360 E: darleyre@navsea.navy.mil
Mr. James Davies (2003) (absent)	Louisiana Department of Environmental Quality, Environmental Technology Division	T: (225) 765-0582 F: (225) 765-2408 E: james_c@deq.state.la.us
Mr. John Dege (2002) (absent)	DuPont/CMAE	T: (302) 773-0900 F: (302) 774-1361 E: john.a.dege@usa.dupont.com
Dr. Larry Keith (2002) (absent)	Waste Policy Institute	T: (678) 344-0001 F: (678) 344-2345 E: larry_keith@wpi.org
Mr. Peter A. Law (2003) (absent)	Severn Trent Laboratories	T: (413) 572-4000 F: (413) 572-3707 E: plaw@stl-inc.com
Mr. Andrew Tintle (2004)	FL Dept. of Environmental Protection	T: (850) 921-9733 F: (850) 922-4614 E: andrew.tintle@dep.state.fl.us
Ms. Arlyn Brediger Contractor	Anteon Corporation	T: (702) 731-4233 F: (702) 731-4027 E: abrediger@anteon.com